

Senior Forester, Community Forestry Position Description

Context

Role	Senior Forester, Community Forestry
Manager	Regional Manager, Community Forestry
Division	Operations – Community Forestry
Location	Ballarat
Tenure	Fixed Term (2 years).
Career Level	Career Level 5

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate and are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	Key member of the Regional Management Team, responsible for commercial timber production on public land in VicForests' West Region (and identified operations in Eastern Victoria) to produce commercial outcomes consistent with VicForests' corporate and business plans.

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat other in a manner that we would like to be treated

Key Result Areas

The KRAs are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may, however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

- Manage the planning and implementation of small-scale harvesting operations.
- Manage delivery of tactical and operational planning and inventory programs.
- Reviewing and shaping forestry services in Western Victoria (and related operations) with a view to providing a service that builds capability, complements industry plans and reduces impediments to growth of the forestry sector.
- Compile Timber Utilisation Plans (TUPs) within the region to agreed timelines, including oversight of field and office resource assessment, plan development and stakeholder liaison.
- Contribute to relationship building, TUP consultations, DELWP liaison, and negotiation with key stakeholders.
- Provide a point of contact to Licensees and timber industry stakeholders on allocation of coupes and logistical matters associated with timber production in State forests.
- Explore opportunities for ongoing continuous improvement of all aspects of existing licencing or contractual arrangements with customers and/or harvesting contractors.
- Ensure plans are completed in advance of the planned commencement date for individual operations and that the status is reported on.
- Ensure contractual commitments are met in achieving targets. Ensure logs are produced within agreed specifications and any disputes with customers are resolved as soon as possible.
- Ensure coupes are regenerated and finalised in a timely manner.
- Provide an environment where staff can develop to meet their full potential. Encourage and reward continuous improvement and business development.
- Take responsibility for the day-to-day implementation of Occupational Health and Safety programs in the workplace. Ensure occupational health and safety requirements are embedded in the processes for which the position is responsible.
- Undertake any duties and responsibilities to meet the requirements of the team or broader business
- Perform duties and ensure operations in a manner that ensures the health and safety of yourself and others.
- Ensure that all incidents and hazards are reported in a timely manner.
- Take responsibility for performing the role (and the roles this position is responsible for) in accordance with all relevant system requirements, including sustainable forest management.
- Identify and communicate key risks and ensure risk management processes are followed.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Appropriate degree or qualification in Forestry, Natural Resource Management or related field.	Highly Desirable
Current Manual Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Experience in managing, developing, and mentoring team members to ensure capability and service delivery	<ul style="list-style-type: none"> ▪ Able to clearly define role expectations, monitor performance, provide timely and constructive feedback and facilitate employee development. ▪ Demonstrated leadership of a values driven culture, particularly regarding Safety.
Experience in preparing organisational response to various issues	<ul style="list-style-type: none"> ▪ Able to analyse issues related to resource availability and develop organisational response. ▪ Able to prepare detailed reports, strategies and business cases.

Experience	Competencies acquired through experience
High level understanding of forest modelling and analysis processes	<ul style="list-style-type: none"> ▪ Able to analyse complex data. ▪ Able to evaluate the effects of area and other changes on timber resources and operations. ▪ Able to design and implement forest reconnaissance and inventory programs.
Experience in developing long term plans and project management	<ul style="list-style-type: none"> ▪ Able to develop and work to long-term plans. ▪ Able to understand tactical and operational needs. ▪ Produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified. ▪ Demonstrated experience and knowledge of strategic, tactical and operational planning.
Experience in overseeing the implementation of systems required for the access and maintenance of information	<ul style="list-style-type: none"> ▪ Understanding of systems required to access and maintain information.
Excellent relationship building and negotiation skills in order to negotiate outcomes which are optimal for both parties	<ul style="list-style-type: none"> ▪ Able to demonstrate values of VicForests when developing relationships with internal and external stakeholders. ▪ Evidence of negotiations with contractors and other stakeholders that produced beneficial outcomes for your company. ▪ Able to liaise with government and other key stakeholders. ▪ Able to effectively negotiate on behalf of VicForests.

Attributes	Behaviours
Written Communication	<ul style="list-style-type: none"> ▪ Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language. ▪ Edits written communication to ensure it contains the information necessary to achieve its purpose and meet audience needs.
Verbal Communication	<ul style="list-style-type: none"> ▪ Clearly understands the target audience and the objectives of the communication and confidently conveys ideas and information clearly and concisely. ▪ Handles difficult and sensitive communications well.
Planning and Organising	<ul style="list-style-type: none"> ▪ Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. ▪ Establishes systems and procedures to guide work and track progress. ▪ Recognises actual and potential barriers and finds effective ways to deal with them.
Leadership	<ul style="list-style-type: none"> ▪ Builds team commitment by demonstrating personal conviction. ▪ Translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility. ▪ Motivates others to deliver against goals.
Strategic Planning	<ul style="list-style-type: none"> ▪ Entertains wide-ranging possibilities in developing a vision for the future. ▪ Translates strategic direction into day-to-day activities.
Systems Thinking	<ul style="list-style-type: none"> ▪ Diagnoses trends, obstacles and opportunities in the internal and external environment. ▪ Understands the linkages between natural systems and communities to inform policy. ▪ Conceptualises and defines the systems working within the organisation.

Attributes	Behaviours
Policy Skills	<ul style="list-style-type: none"> ▪ Keeps up to date with a broad range of contemporary issues. ▪ Scans for links and potential implications of proposed policy options.
Problem solving	<ul style="list-style-type: none"> ▪ Analyses issues from different perspectives and draws sound inferences from information available. ▪ Identifies and proposes workable solutions to problems. ▪ Implements solutions, evaluates effectiveness and adjusts actions as required.
People management	<ul style="list-style-type: none"> ▪ Aligns team with the organisational values and goals through effective people management and modelling. ▪ Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.
Resource management	<ul style="list-style-type: none"> ▪ Monitors expenditure against budget projections. ▪ Plans for and manages risks. ▪ Ensures the use of honest, transparent and appropriate purchasing processes.
Computer/IT	<ul style="list-style-type: none"> ▪ Uses a wide range of software applications including Word, Excel, Outlook, ArcGIS, GPS.
Interpersonal skills	<ul style="list-style-type: none"> ▪ Detects the underlying concerns, interests or emotions that lie behind what is being said and done. ▪ Uses understanding of individuals to get the best outcomes for the person and organisation.

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments.

Some long-distance travel and overnight stays may be required in country locations.

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a police background check may be required.

If this role requires regular contact with vulnerable people (particularly children), a Working with Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____ Position Location: _____

Signature: _____ Date: _____